

OSPI CNS School Meal Programs Reference Sheet

Administrative Review - Outcomes

United States Department Agriculture (USDA) regulations require state agencies to evaluate LEAs participating in school nutrition programs once every three years. An exit conference and review report will provide details regarding the outcome of the review. See the Administrative Review Reference sheet for areas reviewed and steps of the Administrative Review.

The following outcomes (including any combination of) may result from the Administrative Review:

- **Technical Assistance**
 - Program Specialist provides assistance and resources to improve program operations.
- **Corrective Action**
 - Actions required to correct any violation identified under the Administrative Review
 - Must be applied to all schools in the LEA, as appropriate, to ensure that practices and procedures are revised system-wide.
 - Corrective action may include but is not limited to correction of identified practices, training, updating policies or procedures and a plan to demonstrate continued compliance.
 - Corrective action must be documented and submitted to the Program Specialist by the date specified.
- **Fiscal Action**
 - Includes but not limited to:
 - The recovery of overpayment
 - Disallowance of over claims
 - Submission of a revised Claim for Reimbursement
 - Correction of records to ensure that unfiled Claims for Reimbursement are correct when filed
 - Placed on Stop Payment until Corrective Action have been received and approved by the Program Specialist
 - Termination of the Performance Based Reimbursement at the site or district level
 - Fiscal Action may be assessed through direct assessment or offset of future claims
 - Terms used when assessing Fiscal Action:
 - Review Period/ Month of Review: The most recent month for which a Claim for Reimbursement was submitted (provided it covers at least ten operating days).



- Day of Review: The day on which the on-site review of the individual sites selected for review occurs. Meal counts will come from the entire month on which the day of review occurs.
- Duration of Fiscal Action: The duration of fiscal action may vary. At a minimum, fiscal action is assessed for the review period and the month in which the onsite review takes place provided a corrective action plan is in place.

State Agencies are required to report the final results of the administrative review to the public. These reports can be found on the Child Nutrition Reports Webpage.

Reference:

- [7 CFR Part 210](#)
- [SP 61-2014 School Nutrition Program Administrative Review](#)
- [SP 56-2016 Additional Guidance for Implementation of the Administrative Reviews in School Nutrition Programs Final Rule](#)
- [USDA Administrative Review Guidance](#)

Resources:

- [Administrative Review Reference Sheet](#)
- [Review Schedule](#)

Acronym Reference

- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- NSLP – National School Lunch Program
- LEA – Local Education Agency
- OSPI - Office of Superintendent of Public Instruction
- SP – School Programs
- USDA - United States Department of Agriculture